

LAKE COUNTY GENERAL FLEET VEHICLE REPAIRS & MAINTENANCE BID SPECIFICATIONS

Bid Opening Date: April 27, 2016 @ 11:00 a.m.

Bid Specifications Issued by:

Lake County Board of Commissioners

105 Main Street

Painesville, Ohio 44077

440.350.2745

LEGAL NOTICE

Sealed bids will be received by the Board of Lake County Commissioners, in the office of said Commissioners located in the Lake County Commissioners Chambers, 105 Main Street, Painesville, Ohio until 11:00 a.m. on April 27, 2016.

Immediately following, bids will be opened as provided by law for "**Lake County General Fleet Vehicle Repairs and Maintenance**" for County owned vehicles in accordance with specifications now on file in the Lake County Commissioners Office, 105 Main Street, Painesville, Ohio for all prospective bidders.

Bidders shall note that the rules and regulations on Equal Employment Opportunity shall be made a part of the contract. All bids shall be filed in a sealed envelope marked "Lake County General Fleet Vehicle Repairs & Maintenance" by the time and place specified. A bid bond, certified check or cashiers' check made payable to Lake County Commissioners, in the amount of one-hundred dollars (\$100), must accompany each bid. **The Board of County Commissioners reserves the right to reject any and all bids.**

Bidders may also access this Legal Notice to Bidders via the internet at www.lakecountyohio.org, click on **Legal Notices to Bidders** on the left side to link to the Legal Notices site or at the State of Ohio website at www.publicnoticeohio.gov

Published: News-Herald, March 25, 2016

Lake County Commissioners:

Judy Moran, President

Daniel P. Troy

Kevin Malecek

I. GENERAL INFORMATION TO BIDDERS

- A. Lake County, hereinafter referred to as "County" is hereby requesting bids from local motor vehicle repair companies, hereinafter referred to as "Vendor" to perform full service repairs on various vehicles owned by the Board of County Commissioners. Bids will be accepted for:

1. **Passenger Vehicles**
2. **Light/Medium Duty Trucks, SUV's, and Vans**

The Lake County Commissioners, and the multiple departments under their direction strive to provide optimal services to the citizens of Lake County. As such, the successful vendor must understand the importance of the fleet maintaining constant services, in some instances twenty-four hours a day and seven days a week. Consequently, the selected vendor must agree to prioritize all services rendered to the County the arrival of any member of the agency requiring repairs or maintenance to minimize uninterrupted services to the public.

Please refer to Appendices A and B for current fleet listing as noted above. This list is subject to change due to additions and deletions to the County's vehicle fleet. Any vehicles added to the contract shall be offered the same bid prices as in the original bid.

- B. All work and materials must be guaranteed and be acceptable to the County. When requested, the Vendor shall also supply the County with parts warranty information. The Vendor will be fully responsible for any damage to or loss of County equipment while in the Vendor's possession or under the Vendor's control. Prior to awarding a bid, the successful bidder shall show proof of Workers' Compensation coverage for its employees, a general liability policy in an amount not less than \$500,000 per occurrence, and sufficient property insurance to cover the loss of any County vehicle or property while in the possession of the Vendor.

Contract agreements corresponding to successful bid(s) shall be for the period of **June 1, 2016** through **May 31, 2019**.

- C. The Vendor must demonstrate the ability to make the majority of needed repairs in-house without relying on outside companies for subcontracting. The Vendor shall provide the required services and will not subcontract or assign the services without the prior written approval of the County Fleet Manager.

The County reserves the right to approve or reject the use of outside subcontractors by the Vendor. All outside subcontracting shall be billed to the County at cost, without mark-up. Copies of subcontracted invoices shall be provided to the County with the Vendor's invoice.

- D. It is the responsibility of the Vendor to have sufficiently trained, certified technicians available to rapidly process **all** County vehicles in need of repairs or service.

Preventative maintenance and general service work as noted in Section II on all vehicles shall be completed with 2 hours of a regularly scheduled appointment. The pricing for emergency vehicles shall be the same for the non-emergency vehicles.

If any vehicle cannot be serviced or the repair work sufficiently commenced within one (1) hour following receipt of the vehicle by the Vendor, the County Fleet Manager shall be notified by the Vendor. In cases where the Vendor cannot meet the aforementioned requirement, the County reserves the right to take the vehicle to an alternate vendor in order to quickly facilitate the repair.

The Vendor shall have access to the necessary parts inventory for unforeseen repairs to patrol vehicles, including but not limited to batteries, lights, flat tires and windshield wipers. These types of repairs should be completed upon immediate arrival of the vehicle.

The County will not be responsible for any overtime charges incurred in meeting the service and repair requirements.

In the event any repair requires that a vehicle be kept overnight at the Vendors repair facility, the Vendor must secure the vehicle and place the vehicle in a secure area.

- E. The vehicles covered under this specification are based primarily in Painesville, Ohio but service areas span the entire County. The County will take into consideration during evaluation of bids the location of the Vendor's maintenance facility or facilities relative to the base locations of the County's vehicles. The Vendor shall include the location(s) in which services will occur. The County will consider the labor hours required to pick up and drop off vehicles at the Vendor's facility as a factor in the determination of lowest and best bid.
- F. The Vendor must have the ability to service and repair tires. The Vendor is required to obtain tires through the state purchasing program at or below state purchasing cost. A reconciled tire inventory must be coordinated with the County Fleet Manager and be available upon request.
- G. The Vendor must have the ability to service and repair all vehicle computer components with on-site testing equipment and trained certified technicians.
- H. The Vendor may include the tire disposal fee on invoices to the County. Each Vendor must also demonstrate that programs are established for recycling of both used motor oil and antifreeze. In addition, equipment must be available on site to properly store and recycle air conditioning refrigerant. The County shall have the right to inspect the Vendor's facility at any time during regular business hours to ensure compliance with these requirements.
- I. Written quotations may be requested for any repairs in excess of \$250 prior to the commencement of any repair work. For specialty repairs beyond the scope of this contract, the County reserves the right to take the vehicle to an alternate vendor, if in the opinion of the County, the estimated cost is excessive or the Vendor lacks the time or expertise to facilitate repairs. **Prior authorization from the Fleet Manager is required for all repairs in excess of \$1,000.**

- J. If a standard parts or labor warranty exists, the Vendor shall supply a minimum warranty of 4,000 miles or 90 calendar days on all labor and parts services.
- K. The Vendor, with consent from the County Fleet Manager shall coordinate all warranty work with local new car dealers.
- L. The County, as a political subdivision, is qualified to receive government fleet discounts on many of the replacement parts required for County vehicle repairs. At the County's option, the Vendor may be required to obtain parts under these discount programs, or match the pricing of the state contract, when possible in order to assist the County in its cost control efforts. Where applicable, the County may order parts directly from the supplier and drop ship the item to the vendor.
- M. The County reserves the right to cancel any agreement or contract entered into with the Vendor at any time for any reason.
- N. The Vendor acknowledges that any person employed by a Vendor who enters into a contract with the County is not considered to be a public employee for purposes of contributions to the Ohio Public Employees Retirement System, or for any other reason.

II. SCOPE OF SERVICES TO BE PERFORMED

- A. Preventive Maintenance and General Service** The Vendor shall conduct a Preventive Maintenance Inspection of each County vehicle. The purpose of this program is to ensure a thorough inspection of all vehicle systems in an effort to eliminate or mitigate the possibility of a mechanical breakdown.

General Service shall include oil changes with the manufactured specifications for quarts of oil (gasoline engines), chassis lubrication, oil filter changes, all fluid top offs and tire pressure adjustments. As noted in Appendix C, the bid/contract amount for this service shall include a flat rate that includes labor and required materials. The goal of this program is to significantly reduce the demand for repairs or breakdowns between scheduled maintenance intervals.

- B. General Maintenance and Repairs** - Shall be performed as required, including the repair or replacement of those items found to be worn or near failure during the Preventive Maintenance Inspection and General Service. Some examples of the types of services to be included in this category are tune-ups (including electronic), replacement of belts, hoses, batteries, turn signals, beacons, electrical system, headlights, and taillights; minor repairs to engines, chassis, struts, gas tanks, springs, shocks, exhaust system, brake system, radiators, heater cores, air conditioning repairs, alternators, starters, fuel pumps, and water pumps.
- C. Specialty Repairs** - Shall be performed as required and authorized.

III. QUALITY ASSURANCE

- A. Vendor must have been in the business of vehicle maintenance and repair services for a period of at least three years.
- B. Vendor shall identify an employee who will have the authority to resolve any disputed service issues with the County. The Vendor shall also identify an alternate, higher level employee who can resolve service issues that cannot be resolved by the designated lower level employee.
- C. All Vendor mechanics working on County vehicles shall be at a minimum ASE master certified technician in the particular area of repair. Vendor shall provide evidence of such certification as part of its bid submittal.
- D. Vendor supplied services and parts will be compliant with the terms of the vehicle's manufacturer's standards.
- E. Vendor will utilize quality brand replacement parts that are approved by the vehicle manufacturer. Rebuilt replacement parts will not be accepted without the prior written approval of the County Fleet Manager.
- F. When making written service estimates, the vendor shall use the published industry standards found in the All Data Manual as its guide to estimate the maximum service time for repair. Repairs requiring additional labor in excess of the service time listed in the All Data Manual must have prior written approval of the County Fleet Manager before any work is authorized to proceed.
- G. Vendor shall provide all parts at a discounted rate. Vendor quotations that include parts prices higher than the agreed upon discounted price shall be rejected.
- H. If the Vendor offers the public any special pricing that is lower than the County's bid price, the Vendor must provide the lower price.

IV. REPORTING REQUIREMENTS

- A. Work orders/invoices shall be produced in triplicate by the service facility and/or subcontracting facility and shall include the following information: vehicle make, year, model, VIN number, mileage, license plate number, county department, date of service, invoice number, invoice total cost, and driver's signature.

All services performed, parts and/or fluids shall be itemized on each work order/invoice. One copy of the completed work order/invoice shall be provided to the driver at the time the Vendor releases said vehicle; the original shall be incorporated into the billing statement as referenced below. The Vendor shall provide a copy of the flat rate manual used for invoicing and repair. The County may request that the Vendor supply the County with a list of parts suppliers that will be used to obtain parts and supplies used to perform contract work and may also be asked to provide the County with current price sheets for scheduled maintenance and wear items (e.g., brake linings, spark plugs, filters). The Vendor shall not include shop supplies, environmental fees or surcharges, with the exception of tire-disposal, on invoices to the County.

- B. Statements shall be sent not more than once every two (2) weeks. At the end of each billing period, the repair facility shall provide the County a statement comprised of the original of each fully itemized work order/invoice, to the attention of the County Fleet Manager for payment of services rendered. The County of Lake is TAX EXEMPT, and will provide a tax exempt certificate upon request to the Vendor. Invoices and Statements should be sent to:

Lake County Commissioners Fleet Department
105 Main Street
Painesville, Ohio 44077

- C. The County Fleet Manager will be responsible for administering the contract and is the primary contact for the Vendor.

V. PROGRAM EVALUATION

On a periodic basis, the County reserves the right to have the performance of the contract evaluated in the following areas:

- I. General Maintenance (GM) Service days past due- This measurement allows the County to measure the responsiveness of the Vendor, in terms of number of days, to the requests of County departments to perform GM services and inspections. The County recognizes that the cooperation of County departments in the scheduling of this service is a factor in this evaluation process.
2. Shop repair percentage- This measurement is a gauge of the Vendor's efficiency in conducting the County's preventive maintenance program. It is estimated that PM and GM repairs, those repairs performed during a preventive maintenance service, should comprise 65 to 70 percent of the total repairs to County vehicles.

Any evaluations conducted will be kept on file by the County and will be reviewed to determine performance of the Vendor. **This contract may be canceled by the County, for just cause, including poor evaluation at any time.**

VI. EVALUATION CRITERIA

- A. Pricing (30%). Includes the amounts specified in Appendices C and D for the first year of the contract, and the amount guaranteed for years 2 and 3 of the contract term
- B. Experience (30%): Review of references and quality assurance requirements described above.
- C. Ability to Perform (40%): Size, number, and location of vendor's facility or facilities number of mechanics, number of service bays, mechanic certifications, ability to secure vehicles overnight and ability to provide monthly reporting.

The County reserves the right to award a contract to more than one company.

LIST OF ATTACHMENTS

Appendix A- Passenger Vehicle Fleet

Appendix B- Light duty, Medium duty, SUV's, Vans Vehicle Fleet

Appendix C- Cost and Conditions Matrix

Appendix D- Service Frequency and Fixed Cost Matrix

Appendix E- Vendor Qualification Sheet

Appendix F- Delinquent Personal Property Statement

Appendix G- Non-collusion Affidavit

Appendix H - Affidavit of Compliance with Ohio Revised Code Section 3517.13

APPENDIX A – PASSENGER VEHICLE FLEET

VEHN #	DESCRIPTION	YR MAKE	SERIAL NUMBER	ODO
P006	CHEVY MALIBU	12/CHEV/MA	1G1ZA5EU8CF395410	23,783
P010	CHEVY MALIBU (POOL/TRIP VEH)	13/CHEV/MA	1G11C5SA1DF289321	18,606
		2		
C001	FORD FUSION	16/FRD/FUS	1FA6P0G78G5116123	3,121
C003	CHEVY IMPALA (COMMISSIONERS)	07/CH/IMPL	2G1WB58K479399642	104,460
		2		
B049	FORD TAURUS (BUILDING INSP.)	06/FRD/TAU	1FAFP53246A253279	75,983
		1		
N769	CHRYSLER 300		2C3KA43R18H122546	92,662
N773	CHEVY IMPALA	16/CHEVY/I	2GWA5E39G1106073	100
N776	CHEVY IMPALA	06/CH/IMPL	2G1WS551869363477	103,968
N778	CHEVY IMPALA	07/CH/IMPL	2G1WB58K979260610	87,068
N780	CHEVY IMPALA	08/CH/IMPA	2G1WB58K781226844	107,370
N782	HONDA ACCORDS	09/HONDA/A	1HGCP26369A053056	129,901
N783	CHEVY MALIBU	09/CHEV/MA	1G1ZH57B99F256659	135,592
N785	HONDA ACCORDS	11/HONDA/A	1HGCP2F37BA056389	23,346
N786	HONDA ACCORDS	11/HONDA/A	1HGCP2F34BA044037	24,517
N787	FORD FUSION	12/FRD/FUS	3FAHP0HA7CR168871	46,310
N789	FORD FUSION	13/FORD/FU	3FA6P0H73DR139574	25,984
N790	CHEVY MALIBU (NARCOTICS)	09/CHEV/MA	1G1ZG57BX9F228114	115,967
		12		
E506	FORD TAURUS (E.M.A.)	05/FRD/TAU	1FAFP53225A269009	66,250
		1		
T025	CHEVY MALIBU (TELECOM.)	12/CHEV/MA	1G1ZA5EU5CF347251	41,096
		1		
P009	FORD TAURUS (BUILDING+GROUNDS)	03/FRD/TAU	1FAFP53U03A222561	87,689
		1		
PR03	CHEVY IMPALA (PROSECUTORS)	07/CHEVY/I	2G1WB58K979385106	102,698
		1		
AP01	CHEVY IMPALA	10/CH/IMPA	2G1WD5EM6A1119273	57,062
AP02	CHEVY IMPALA (ADLT PROB)	16/CHEVY/I	2G1WD5E33G1108733	6,966
		2		
A045	FORD FUSION	16/FRD/FUS	1FA6P0G70G5108064	2,394

A048	FORD FOCUS	14/FRD/FOC	1FADP3F27EL295780	12,295
A049	FORD FOCUS	15/FRD/FOC	1FADP3F25FL370283	2,908
A050	FORD FOCUS (AUD. REAL ESTATE)	14/FRD/FOC	1FADP3F29EL295781	10,074
		4		
022U	CHEVY IMPALA	10/CH/IMPA	2G1WD5EM7A1118617	68,749
105U	FORD 500 (UTILITIES/ADMIN)	07/FORD/50	1FAHP24177G152328	44,060
		2		
018U	CHEVY IMPALA (SEWER/INSPEC/ENG)	08/CH/IMPL	2G1WB58K781282086	27,336
		1		
128U	FORD FOCUS (UTIL/ADMI-SAFETY)	14/FRD/FOC	1FADP3F29EL332750	17,016
		1		
127U	FORD FOCUS (SEWER ADMIN)	14/FRD/FOC	1FADP3F20EL332751	7,747
		1		
059U	CHEVY MALIBU (MADISON PLANT)	10/CHEV/MA	1G1ZA5E07AF276693	35,720
		1		
020U	FORD FUSION	16/FRD/FUS	3FA6P0G71GR147498	9,308
025U	CHEVY MALIBU	10/CHEV/MA	1G1ZA5E01AF191655	49,736
044U	FORD FUSION (WAT/W PLANT)	15/FRD/FUS	3FA6P0G73GR147499	5,884
		3		
028U	FORD TAURUS (WATER/EAST PLANT)	04/FR/TRUS	1FAFP52U34A202503	72,804
		1		
002U	FORD FOCUS	14/FRD/FOC	1FADP3F2XEL364204	5,420
005U	CHEVY MALIBU	02/CH/MALI	1G1ND52JX2M725459	91,683
040U	CHEVY MALIBU (WATER ENG.)	13/CHEV/MA	1G11D5SR8DF339263	26,512
		3		
	Totals Vehicles:	40		

APPENDIX B- LIGHT DUTY, MEDIUM DUTY, SUV'S, VANS FLEET

VEHN	DESCRIPTION	YR MAKE	SERIAL NUMBER	ODO
BE61	GMC/CHEVY 1T (BD OF ELECTIONS)	16/GMC/PVA	1GJW7EFF2G1207730	200
		1		
ST01	JEEP PATRIOT	16/JEEP/PA	1C4NJRBB8GD550345	1,748
ST02	FORD 4X4	13/FRD/EXP	1FM5K8B81DGC53158	22,630
ST03	JEEP PATRIOT	16/JEEP/PA	1C4NJRBBXGD550346	1,470
ST04	GMC/CHEVY .5T (STORMWATER)	13/GMC/4X4	1GTR2TEA6D2337200	36,269
		4		
D500	FORD 4X4	06/FRD/4X4	1FMEU72E36UB54288	134,071
D504	GMC/CH. MINI	04/CH/MVAN	1GCDM19X94B129974	145,262
D505	GMC/CHEVY .5T	07/CH/5TPU	3GCEC14VK7G152379	51,208
D507	GMC/CH. MINI	05/GMC/MVA	1GTDM19X058504331	142,952
P091	GMC/CHEVY 4X4 (DOG SHELTER)	97/GMC/4X4	1GTGK24R6VE517679	88,280
		5		
B042	JEEP PATRIOT	15/JEEP/PA	1C4NJRBB9FD271419	9,990
B044	JEEP PATRIOT	15/JEEP/PA	1C4NJRBB5FD271420	15,437
B045	JEEP PATRIOT (BUILDING INSPEC)	14/JEEP/PA	1C4NJRBB3ED747453	39,198
		3		
N701	GMC/CHEV 3/4	86 GMC VAN	1GTEG25H8G7500548	15,142
N759	GMC/CHEVY 1T	01/CH/1TVA	1GCHG35R311185003	18,300
N764	FORD EXPLORER	15/FRD/EXP	1FM5K8B86FGA89781	16,272
N774	FORD 4X4	05/FRD/EXP	1FMZU72K85UB29389	115,783
N784	FORD 4X4	10/FRD/EXP	1FMEU7DE7AUB02622	27,011
N791	FORD 4X4 (NARCOTICS)	13/FRD/1TP	1FTEX1EM9DKF43960	8,616
		6		
E500	GMC/CHEVY 4X4	15/GMC/4X4	1GT02XEG4FZ534342	845
E501	FORD 4X4	05/FRD/EXP	1FMZU72K35UB35228	105,724
E502	FORD 4X4 (E.M.A.)	15/FRD/EXP	1FM5K8ARXFGA04371	15,608
		3		
T001	JEEP CHEROKEE	08/JEEP/CH	1J8GR48K88C222967	58,450
T019	JEEP CHEROKEE	08/JEEP/CH	1J8GR48K88C222970	80,054
T022	FORD 4X4	13/FRD/EXP	1FM5K8B89DGA99816	39,239
T046	FORD 4X4	14/FORD/4X	1FTRF3B67EEA60862	17,452
T067	GMC/CHEVY 4X4 (TELECOM RADIO)	15/GMC/4X4	1GT22XEG0FZ553835	4,818
		5		

T044	TRANSIT CONNE	13/TRANCON	MN0LS7AN8DT150644	28,052
T045	TRANSIT CONNE	13/TRANCON	NM0LS7AN9DT154220	34,651
T063	GMC/CHEVY 1T (TELECOM.)	97/GMC/1TV 3	1GTHG35R0V1013680	143,332
BG02	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB1ED747452	22,859
BG03	FORD 4X4	15/FORD/PU	1FTBF2B68FEC37822	8,135
BG04	FORD 1TON VAN	12/FRD/1TV	1FTSE3EL6DDA07922	21,971
BG05	FORD 1 TON DU	08/FRD/1TD	1FDWF36548EC21771	34,263
BG06	FORD 1TON VAN	07/FRD/1TV	1FTSE34L97DB34265	62,251
BG07	GMC/CHEVY 1T	10/GMC/1TP	1GJZGPDGXA1100257	37,283
BG10	GMC/CHEVY 1T	05/CH/1TVA	1GCHG35V751209225	69,142
BG11	GMC/CH. MINI	04/CH/MINI	1GNDU03EX4D224251	162,645
BG15	FORD 1TON VAN	14/FRD/1TV	1FTNE2EWXEDA28260	9,296
BG16	GMC/CHEVY 4X4	15/GMC/4X4	1GT22XEG5FZ545696	5,873
BG17	GMC/CHEVY 1T	01/CH/1TVA	1GCHG35R311194302	128,863
BG20	FORD 3/4 TON	05/FRD/75T	1FTNF20535ED07247	79,531
BG22	FORD 1TON PIC	08/FORD/1T	1FTNX20528EE26795	86,847
CP41	GMC/CHEVY 1T	02/CH/1TVA	1GAHG35R221134618	156,562
P005	GMC/CHEVY 4X4 (BUILDING+GROUNDS)	00/GMC/4X4 15	1GTGK24R7YR185488	78,852
CL06	FORD EXCURSION	01/FRD/ECU	1FMNU41S31ED29955	11,347
CL08	JEEP CHEROKEE (CRIME LAB)	08/JEEP/CH 2	1J8GR48K18C222969	39,075
PR02	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB8ED627728	29,739
PR04	FORD EXPLORER (PROSECUTORS)	15/FRD/EXP 2	1FM5K8B87FGA12997	12,708
CP43	GMC/CHEVY 1T (CENT. PURCHASING)	04/CH/ITVA 1	1GBJG31U141116346	128,801
LC01	GMC/CANYON (LOSS CONTROL)	04/CH/COLO 1	1GCDT196X48171979	164,635
IT02	JEEP PATRIOT (INFO TECH)	16/JEEP/PA 1	1G4NJRBB6GD550344	609
AP01	CHEVY IMPALA	10/CH/IMPA	2G1WD5EM6A1119273	57,062
AP02	CHEVY IMPALA (ADULT PROB)	16/CHEVY/I 2	2G1WD5E33G1108733	6,966
A051	FORD 1/2 TON	08/FRD/.5T	1FTVX12528KD94343	46,519

A052	GMC/CHEV 2T U (AUDITORS W&M)	03/GMC/UVA 2	1GDJC39G83E156397	122,707
J082	GMC/CH. MINI	08/CHEV/UP	1GNDV23W38D202762	57,485
J088	GMC/CH. MINI	08/UPLANDE	1GNDV23W58D130463	63,343
J085	GMC/CH. MINI	08/CH/UPLA	2GNDV23W08D202881	62,440
AL63	FORD 1TON VAN (JUVENILE)	03/FRD/1TV 4	1FBSS31S23HB09655	54,765
FS25	FORD 4X4 (FAMILY SERVICES)	14/FORD/4X 1	1FM5K8D83EGC26459	38,495
FS24	DODGE CARAVAN	15/DOD/CAR	2C4RDGBG0FR738684	7,035
FS31	DODGE CARAVAN (CALEY HOME)	14/DODGE/C 2	2C4RDGBG2ER401044	30,466
072U	FORD TRANSIT	15/FORD/TR	1FTNE1YM9FKB31932	2,222
075U	GMC/CH. MINI	07/CH/UPLA	1GNDV13W07D183998	65,320
085U	FORD TRANSIT	15/FORD/TR	1FTNE1YM0FKB31933	1,448
088U	FORD 1/2TON V	14/FRD/5TV	1FTNE1EW2EDB02068	10,772
101U	GMC/CHEVY .5T (SEWER/INSPEC/ENG)	07/CH/2TPU 5	3GCEC14V37G151509	60,411
050U	FORD 1TON VAN	10/FORD1TV	1FTNE1EW8ADA87974	57,371
083U	GMC/CHEVY 1T (GLK PRETREATMENT)	08/CHEV/1T 2	1GCGG25C881218007	69,748
010U	FORD 4X4	08/FRD/4X4	1FTNF21598EE26696	35,381
014U	GMC/CHEVY 4X4	16/GMC/4X4	1GT0REG9GZ132636	1,627
038U	FORD 4X4	08/FRD/4X4	1FTNF21528EC38683	134,636
095U	GMC/CHEVY 4X4	16/GMC/4X4	1GT02REG2GZ133224	2,545
120U	GMC/CHEVY 4X4 (GLK GROUNDS)	16/GMC/4X4 5	1GT0REG2GZ132297	493
007U	GMC/CHEVY 4X4	15/GMC/4X4	1GT02XEG5FZ538055	7,195
011U	FORD 1 TON DU	01/FRD/1TD	1FDXF46F11ED00808	39,801
030U	GMC/CHEVY 4X4	13/GMC/4X4	1GT322CG1DZ128681	49,740
037U	GMC/CHEVY 4X4	15/GMC/4X4	1GT02XEG1FZ538084	7,870
054U	FORD 1TON VAN	13/FRD/1TV	1FDXE4FS9DDA98343	9,518
100U	FORD 4X4	14/FORD/PU	1FTBF2B64EEA68087	36,068
125U	FORD 4X4 (GLK SYSTEM MAINTEN)	15/FRD/1TP 7	1FTBF2B6XFEA53014	25,704
066U	FORD 4X4 (COMPOSTING)	08/FRD/4X4 1	1FTRF14W88KD70073	55,173

008U	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB8ED639546	22,650
019U	FORD 1TON VAN	14/FORD/1T	1FTSE3EL9EDB02072	15,600
032U	GMC/CHEV S-10	99/GMC/S10	1GTCS14X3XK518834	115,157
041U	FORD 4X4 (MADISON PLANT)	12/FORD/4X	1FTBF2B68CEC32535	17,570
		4		
006U	FORD 1TON VAN	12/FRD/1TV	1FTSE3EL1CDB17694	42,249
047U	GMC/CHEV 3/4	07/GMC/3/4	1GTGG25V571190425	68,032
052U	FORD 1TON VAN	14/FORD/1T	1FTSEEL9EDB02069	10,024
053U	FORD TRANSIT	15/FRD/TRA	1FTSW2ZM7FKB19251	2,559
064U	GMC/CHEV 2T U	05/GMC/2TU	1GDE4C1E65F528521	19,325
079U	FORD 1TON VAN	12/FRD/1TV	1FTSE3EL3CDB17695	32,564
090U	FORD 1TON VAN	14/FORD/1T	1FTDE3EL5EDB02070	14,461
117U	FORD 1TON VAN	14/FORD/1T	1FTSE3EL7EDB02071	12,306
121U	FORD 1TON VAN (GLK MAINTENANCE)	09/FRD/1TV	1FTSE34L29DA74185	53,713
		9		
034U	FORD 1/2 TON	09/FRD/5T/	1FTPF12VX9KC22235	43,618
070U	FORD 1/2 TON (GLK ADMIN)	16/F150/4x	1FTMF1E89GKD19089	730
		2		
021U	GMC/CHEVY .5T	15/GMC/5TP	1GTN1TEH1FZ331466	2,506
057U	GMC/CHEVY .5T	14/GMC/.5T	1GTN1TEH2EZ302671	18,538
069U	GMC/CH. MINI (GLK OPERATIONS)	07/CH/UPLA	1GNDV13W37D183946	97,598
		3		
045U	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB8ED639522	14,582
056U	FORD 4X4	12/FORD/4X	1FTBF2B6XCEC32536	18,676
123U	GMC/CHEVY 4X4 (SOLID WASTE)	07/CH/4X4P	1GCJK34U87E125371	50,102
		3		
009U	FORD 1/2 TON	09/FRD/5T/	1FTRF12W69KC22234	87,769
012U	FORD 1/2TON V	12/FRD/5TV	1FTNE1EW3CDB17692	51,103
015U	FORD 1/2TON V	12/FRD/5TV	1FTNE1EW5CDB17693	70,411
023U	GMC/CANYON	07/GMC/CAN	1GTCS149878207348	122,401
027U	FORD 1 TON DU	03/FRD1TDM	1FDXF46P43ED28095	68,596
031U	GMC/CANYON	07/GMC/CAN	1GTCS149578206674	86,192
042U	FORD 3/4 TON	08/FRD/3/4	1FTNF20518ED99303	100,923
060U	FORD 1TON PIC	11/FRD/1TP	1FTBF2A68BEB42088	86,667
063U	FORD 2TON UVA	15/FRD/2TU	1FDUF5GT6FEA35355	6,400
071U	GMC/CHEVY .5T	15/GMC/5TP	1GTN1TEH7FZ320620	6,389
073U	FORD 2TON UVA	14/FORD/F5	1FDUF5GT4EEA43274	9,815
074U	FORD 4X4	15/FRD/1TP	1FTBF2B68FEA64125	29,379
076U	FORD 1 TON DU	08/FRD/1TD	1FDXF46R28EE12392	40,501
086U	FORD 4X4	15/FRD/1TP	1FTBF2B6XFEA64126	20,138

092U	GMC/CHEVY .5T	15/GMC/5TP	1GTN1TEH8FZ321209	4,961
094U	FORD 2TON UVA	06/FRD/2TV	1FDXF46P76EC37083	59,099
096U	FORD 1/2TON V	14/FRD/5TV	1FTNE1EW1EDB03163	16,744
103U	FORD 1TON VAN	09/FRD/1TV	1FTSE34L79DA69855	74,754
110U	FORD 1/2TON V (WAT/W DIST.)	14/FRD/5TV	1FTNE1EWXEDB03162	20,228
		19		
003U	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB7ED842629	18,225
048U	FORD 1TON VAN	12/FRD/1TV	1FTSE3EL1DDA07925	55,407
051U	FORD 4X4	15/FRD/4X4	1FTRF3B63FEA64117	12,682
068U	GMC/CHEVY 4X4	09/GMC/4X4	1GTEK140X9Z234462	122,522
091U	FORD 1/2 TON	04/FRD/5TP	2FTRF17294CA79122	66,386
098U	GMC/CHEVY 4X4	09/GMC/4X4	1GTEK14059Z235096	93,063
102U	GMC/CHEVY 4X4	15/GMC/4X4	1GT02XEG8FZ536255	10,863
106U	FORD 1TON VAN	09/FRD/1TV	1FTSE34L59DA69854	121,973
118U	FORD 4X4	14/FORD/PU	1FTBF2B66EEA68088	34,824
129U	GMC/CHEV 1T P (WAT/W PLANT)	01/CH/1TWR	3GBKC34G71M114976	21,825
		10		
016U	FORD 1 TON DU	07/FRD/1TD	1FDXF46P77EA02622	29,468
017U	FORD 1T UTIL.	12/FRD/1TU	1FDUF5GTXCEC99013	9,611
043U	GMC/CHEVY 4X4	15/GMC/4X4	1GT02XEG4FZ534342	8,237
049U	FORD 4X4	08/FRD/4X4	1FTNF21528EE15961	44,891
065U	FORD 1TON VAN	13/FRD/1TV	1FTNE2EW7DDB29061	35,426
081U	FORD 1T UTIL.	13/FRD/2TU	1FDRF3GTXCEC95876	42,035
130U	FORD 2TON UVA (WATER/EAST DIST.)	15/FRD/2TU	1FDUF4GYXFEA70941	7,516
		7		
028U	FORD TAURUS	04/FR/TRUS	1FAFP52U34A202503	72,804
033U	GMC/CHEVY 1T	05/GMC/1TV	1GTHG35V851211937	92,828
109U	GMC/CHEVY .5T (WATER/EAST PLANT)	05/GMC/5TP	1GTEC14X05Z279964	58,576
		3		
004U	JEEP PATRIOT	14/JEEP/PA	1C4NJRBB4ED924835	4,846
024U	JEEP LIBERTY	04/JEEP/LI	1J4GL48K34W280304	54,288
078U	GMC/CH. MINI	08/UPLANDE	1GNDV13W18D133015	77,117
087U	FORD TRANSIT	15/FORD/TR	1FTYE1YM3GKA29797	0
099U	FORD 1/2 TON	09/FRD/5T/	1FTRF12W49KC22233	59,002
104U	GMC/CHEVY .5T (WATER ENG.)	07/CH/2TPU	3GCEC14V27G153588	59,164
		6		
Totals Vehicles:		149		

APPENDIX C – COST AND CONDITIONS

First Year

	<i>PASSENGER FLEET</i>		<i>SUV's, VANS, TRUCKS</i>	
Schedule Preventative Maintenance and General Service	Labor per Hour	Material Cost	Labor per Hour	Material Cost
<u>Service A:</u> 6 months or 4,000 miles Service	\$	\$	\$	\$
<u>Service B:</u> 12 months or 8,000 miles Service	\$	\$	\$	\$
<u>Service C:</u> 24 months or 12,000 miles Service	\$	\$	\$	\$
Cost of Hourly Labor Rate (not included in Service A,B,C)	\$	n/a	\$	n/a
Replacement Dealer Parts Discount (not included in Service A,B,C)	n/a	%	n/a	%
Replacement None Dealer Parts (not included in Service A,B,C)	n/a	%	n/a	%

Conditions:

1. Prices or the services listed above must include all labor and material needed to complete the services specified.
2. Prices proposed in this section are firm fixed prices for the entire period of the contract (One Year).
3. All repair parts are to be Original Equipment Manufacturer (OEM) or equivalent. Exceptions will be individually considered on a case- by-case basis.
4. Price for each service shall include parts, labor and all necessary fluids and free fluid top off between service intervals
5. A service reminder sticker is required with each service.
6. Provide break down of labor hours for each periodic repair item and indicate any exceptions, if applicable. Labor hours shall be flat rate time according to industry standard repair times.
7. Unless otherwise specified and/or agreed to, a standard 120-day or 4,000 mile warranty will be required on all labor and materials.
8. For police patrol vehicles, all parts are to be OEM Heavy Duty Police Pursuit Vehicle parts.

APPENDIX C – COST AND CONDITIONS

Second Year

	<i>PASSENGER FLEET</i>		<i>SUV's, VANS, TRUCKS</i>	
Schedule Preventative Maintenance and General Service	Labor per Hour	Material Cost	Labor per Hour	Material Cost
<u>Service A</u> : 6 months or 4,000 miles Service	\$	\$	\$	\$
<u>Service B</u> : 12 months or 8,000 miles Service	\$	\$	\$	\$
<u>Service C</u> : 24 months or 12,000 miles Service	\$	\$	\$	\$
Cost of Hourly Labor Rate (not included in Service A,B,C)	\$	n/a	\$	n/a
Replacement Dealer Parts Discount (not included in Service A,B,C)	n/a	%	n/a	%
Replacement None Dealer Parts (not included in Service A,B,C)	n/a	%	n/a	%

Conditions:

1. Prices or the services listed above must include all labor and material needed to complete the services specified.
2. Prices proposed in this section are firm fixed prices for the entire period of the contract (One Year).
3. All repair parts are to be Original Equipment Manufacturer (OEM) or equivalent. Exceptions will be individually considered on a case- by-case basis.
4. Price for each service shall include parts, labor and all necessary fluids and free fluid top off between service intervals
5. A service reminder sticker is required with each service.
6. Provide break down of labor hours for each periodic repair item and indicate any exceptions, if applicable. Labor hours shall be flat rate time according to industry standard repair times.
7. Unless otherwise specified and/or agreed to, a standard 120-day or 4,000 mile warranty will be required on all labor and materials.
8. For police patrol vehicles, all parts are to be OEM Heavy Duty Police Pursuit Vehicle parts.

APPENDIX C – COST AND CONDITIONS

Third Year

	<i>PASSENGER FLEET</i>		<i>SUV's, VANS, TRUCKS</i>	
Schedule Preventative Maintenance and General Service	Labor per Hour	Material Cost	Labor per Hour	Material Cost
<u>Service A</u> : 6 months or 4,000 miles Service	\$	\$	\$	\$
<u>Service B</u> : 12 months or 8,000 miles Service	\$	\$	\$	\$
<u>Service C</u> : 24 months or 12,000 miles Service	\$	\$	\$	\$
Cost of Hourly Labor Rate (not included in Service A,B,C)	\$	n/a	\$	n/a
Replacement Dealer Parts Discount (not included in Service A,B,C)	n/a	%	n/a	%
Replacement None Dealer Parts (not included in Service A,B,C)	n/a	%	n/a	%

Conditions:

1. Prices or the services listed above must include all labor and material needed to complete the services specified.
2. Prices proposed in this section are firm fixed prices for the entire period of the contract (One Year).
3. All repair parts are to be Original Equipment Manufacturer (OEM) or equivalent. Exceptions will be individually considered on a case-by-case basis.
4. Price for each service shall include parts, labor and all necessary fluids and free fluid top off between service intervals
5. A service reminder sticker is required with each service.
6. Provide break down of labor hours for each periodic repair item and indicate any exceptions, if applicable. Labor hours shall be flat rate time according to industry standard repair times.
7. Unless otherwise specified and/or agreed to, a standard 120-day or 4,000 mile warranty will be required on all labor and materials.
8. For police patrol vehicles, all parts are to be OEM Heavy Duty Police Pursuit Vehicle parts

APPENDIX D – SERVICE FREQUENCY FIXED COST MATRIX

		Service A 6 month	Service B 12 month	Service C 24 month	Service D 48 month	Service E 60 month
		4,000 miles	8,000 miles	12,000 miles	30,000 miles	60,000 miles
1	Change Engine Oil	X	X	X	X	X
2	Change Engine Oil Filter	X	X	X	X	X
3	Check Air Filter Condition	X	X	X	X	X
4	Check and Adjust Drive Belts	X	X	X	X	X
5	Check Battery Clean And Tighten	X	X	X	X	X
6	Check Brake Fluid Level	X	X	X	X	X
7	Check Brake Pads, Shoes,	X	X	X	X	X
8	Check Breather Condition	X	X	X	X	X
9	Check Drive Tran Fluid Levels Transfer case, Differential)	X	X	X	X	X
10	Check Engine Compa1tment Needed	X	X	X	X	X
11	Check Engine Cooling System,	X	X	X	X	X
12	Check Exhaust System	X	X	X	X	X
13	Check Front And Rear Shocks Leakage	X	X	X	X	X
14	Check Exterior & Interior Lights Items For Correct Operation	X	X	X	X	X
15	Check Power Steering Fluid	X	X	X	X	X
16	Check Tire Pressure And	X	X	X	X	X
17	Check Windshield Wiper Washer Solvent level, Fill as needed	X	X	X	X	X
18	Lubricate Chassis	X	X	X	X	X
19	Lubricate Steering Linkage	X	X	X	X	X
20	Check Front Brake Pads, Rotors		X	X	X	X
21	Check Rear Brake Shoes,		X	X	X	X
22	Rotate Tires (Front To Back)	X	X	X	X	X
23	Air Filter- Replace			X	X	X
24	Check Headlight Alignment			X	X	X
25	Check Parking Brake Operation	X	X	X	X	X
26	Lubricate Door Latches, Locks	X	X	X	X	X
27	Fuel Filter- Replace			X	X	X
28	Transmission- Change Fluid,			X	X	X
29	Check Air Condition System, Compressor Operation Where Applicable					X

Please quote the estimated waiting time for each of the above services:

Service A: _____hours

Service B: _____hours

Service C: _____hours

Service D: _____hours

Service E: _____hours

First Year

Please quote the latest time in the day that services requested can be completed that day:

Service A: _____

Service B: _____

Service C: _____

Service D: _____

Service E: _____

Please quote total prices for the following services including all parts, labor, fluids, and materials:

	<i>PASSENGER FLEET</i>		<i>SUV's, VANS, TRUCKS</i>	
1. Two (2) wheel alignment	\$		\$	
2. Four (4) wheel alignment	\$		\$	
3. Transmission Service	\$		\$	
4. Tire Mount and Balance	\$		\$	
5. Coolant System Flush	\$		\$	
6. Lube, Oil, Filter including all fluids and top offs	\$		\$	
7. Tire rotation and balance	\$		\$	
8. Tire repair	\$		\$	
9. Replace brake pads	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
10. Turn Rotors	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
11. Service Calipers	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
12. Cost if all three are done at the same time	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
13. Diagnostic Labor Rate per hour	\$			

Second Year

Please quote the latest time in the day that services requested can be completed that day:

Service A: _____

Service B: _____

Service C: _____

Service D: _____

Service E: _____

Please quote total prices for the following services including all parts, labor, fluids, and materials:

	<i>PASSENGER FLEET</i>		<i>SUV's, VANS, TRUCKS</i>	
1. Two (2) wheel alignment	\$		\$	
2. Four (4) wheel alignment	\$		\$	
3. Transmission Service	\$		\$	
4. Tire Mount and Balance	\$		\$	
5. Coolant System Flush	\$		\$	
6. Lube, Oil, Filter including all fluids and top offs	\$		\$	
7. Tire rotation and balance	\$		\$	
8. Tire repair	\$		\$	
9. Replace brake pads	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
10. Turn Rotors	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
11. Service Calipers	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
12. Cost if all three are done at the same time	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
13. Diagnostic Labor Rate per hour	\$			

Third Year

Please quote the latest time in the day that services requested can be completed that day:

Service A: _____

Service B: _____

Service C: _____

Service D: _____

Service E: _____

Please quote total prices for the following services including all parts, labor, fluids, and materials:

	<i>PASSENGER FLEET</i>		<i>SUV's, VANS, TRUCKS</i>	
1. Two (2) wheel alignment	\$		\$	
2. Four (4) wheel alignment	\$		\$	
3. Transmission Service	\$		\$	
4. Tire Mount and Balance	\$		\$	
5. Coolant System Flush	\$		\$	
6. Lube, Oil, Filter including all fluids and top offs	\$		\$	
7. Tire rotation and balance	\$		\$	
8. Tire repair	\$		\$	
9. Replace brake pads	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
10. Turn Rotors	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
11. Service Calipers	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
12. Cost if all three are done at the same time	<u>Labor \$</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Parts \$</u>
13. Diagnostic Labor Rate per hour	\$			

APPENDIX E – VENDOR QUALIFICATION SHEET

1. Name of Company:
2. Address:
3. Primary Contact:
Phone Number:
Fax Number:
Email:
4. Contact designated to handle contract disputes or services issues (if different from #3):
5. Number of years the company has been in the business of vehicle and maintenance repair services:
6. Facility Description:

Location of Facility <i>(List all locations if multiple facilities exist within county)</i>	Hours of Operation	# of employees	# of mechanics	# of bays

7. Provide employee certifications and company certifications for providing the required services.
8. Provide three (3) references from current corporate or public sector customers with similar fleet sizes:

Name and Business	Address	Phone #	Email

9. Are you able to secure vehicles overnight? If so, please describe the manner in which the vehicles will be secured.
10. What services cannot be immediately performed by your staff onsite? (be specific)
11. Are you able to meet the reporting requirements as noted in Section IV?
12. Do you provide valet service? If so, please list the cost and any limitations.

APPENDIX F - DELINQUENT PERSONAL PROPERTY STATEMENT

_____, hereby affirms under oath pursuant to Ohio Revised Code Section 5719.042, that at the time the bid was submitted, my company (was), (was not) charged with delinquent personal property taxes on the General Tax List of Personal Property for Lake County, Ohio.

If such charge for delinquent personal property tax exists on the General Tax List of Personal Property for Lake County, Ohio, the amount of such due and unpaid delinquent taxes, including due and unpaid penalties and interest shall be set forth below, and a copy of this statement shall be transmitted by the Lake County Auditor to the County Treasurer within thirty days of the date it is submitted.

A copy of this statement shall also be incorporated into the contract made between the Board of Lake County Commissioners and _____ and no payment shall be made with respect to any contract unless such statement has been so incorporated as a part thereof.

Delinquent Personal Property Tax \$ _____

Penalties \$ _____

Interest \$ _____

By: _____

Title: _____

Subscribed in my presence, and sworn to before me, this _____ day of _____, 20____.

NOTARY PUBLIC

APPENDIX G - FORM OF NON-COLLUSION AFFIDAVIT

(To be dated and executed by the successful bidder before the award of the contract)

State of _____)

SS:

County of _____)

Being first duly sworn, deposes and says that he is _____ (sole owner, a partner, president, secretary, etc.) of _____ the party making the foregoing proposal or bid; that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed directly or indirectly with any bidder or person, to put in a sham bid, or that such other person shall refrain from bidding, and has not in any manner directly or indirectly sought by agreement, or collusion or communication or conference, with any person to fix the bid price of affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the County of Lake, or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true; and, further, that such bidder has not, directly or indirectly, submitted this bid or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof:

Affiant

Sworn to and subscribed before me this _____ day of _____ 20____.

Notary Public in and for

County, Ohio

My Commission Expires

APPENDIX H - AFFIDAVIT OF COMPLIANCE WITH OHIO REVISED CODE SECTION 3517.13

STATE OF OHIO

COUNTY OF _____

_____, being duly sworn, deposes and states as follows:

1. I am duly authorized to make the statements contained herein on behalf of _____
("the Contracting Party").
2. The Contracting Party is a/an (select one):
 - ☐ Individual, partnership, or other unincorporated business association (including without limitation, a professional association organized under Ohio Revised Code Chapter 1787), estate, or trust.
 - ☐ Corporation organized and existing under the laws of the State of _____.
 - ☐ Labor organization
3. I hereby affirm that the Contracting Party and each of the individuals specified in R.C. 3517.13(I)(3) (with respect to non-corporate entities and labor organizations) or R.C. 3517.13(J)(3) (with respect to corporations) are in full compliance with the political contribution limitations set forth in R.C. 3517.13(I) and (J), as applicable.
4. I understand that a false representation on this certification constitutes a felony of the fifth degree pursuant to 3517.992 (R)(3).

Affiant further sayeth naught.

By: _____

Title: _____

SWORN TO BEFORE ME and subscribed in my presence this _____ day of _____, 20__.

Notary Public: _____

My commission expires: _____

SEAL